CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

|  |  |
| --- | --- |
| **WORKING TITLE OF POSITION**  Chief Information Officer | **REPORTING UNIT NUMBER**  240 |
| **DIVISION/BRANCH OR CENTER**  Information Systems and Services | **LOCATION**  Sacramento |
| **CLASS TITLE**  Information Technology Manager 2 | **POSITION NUMBER** **EFFECTIVE DATE**  533-240-1406-001 |

**Supervision Exercised**

|  |  |  |  |
| --- | --- | --- | --- |
| **NUMBER**  2 | **DIRECT SUPERVISION CLASSIFICATION**  Information Technology Manager 1 | **NUMBER**  5  6  2 | **INDIRECT SUPERVISION CLASSIFICATION**  Information Technology Specialist 1  Information Technology Associate  Information Technology Specialist 2 |

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above:

Under the administrative direction of the Deputy Director of Administrative Services, the Information Technology Manager 2 position serves as the California Conservation Corps’ (CCC) Chief Information Officer (CIO) and is responsible for all facets of Information Technology (IT) and Information Management necessary to meet the Department’s goals and mission statement and support the Department’s critical lines of business. The CIO has the highest level of responsibility for guiding and directing the effective use of technology within the Department.

The CIO manages CCC Information Systems and Services (ISS) that provides information technology services in the support of the department’s programs, strategic goals, business objectives, and management principles. The CIO plans, organizes, and leads all functional areas within ISS, including the analysis, design, development, and implementation of computer systems and applications, and/or changes to existing computer systems, IT operations planning, network infrastructure operations, data security, hardware and software acquisition, IT procurement and contracting, and development and maintenance of the CCC Technology Recovery Plan. The CIO sets information technology policy, formulates long-range objectives, and ensures conformance of information technology programs with organizational policies and objectives.

This position’s duties are in the Business Technology Management domain; however, work may be assigned in other domains as needed. Business Technology Management includes the management of information technology resources according to an organization's priorities and needs, including activities such as information technology policy and program development, information technology portfolio management, information technology procurement, service performance management, process reengineering, business analysis, research and development, strategic planning, digital service user experience engagement, content design, and product and delivery strategy.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities, and tribal governments, and work towards improving outcomes for all Californians.

The specific essential functions are, but are not limited to, the following:

30% **IT Policy and Processes**

The CIO has primary responsibility for the formation of strategies related to issues of information technologies and the alignment of technology to business areas within the department. The CIO has oversight responsibilities related to the governance of technology within the department. The CIO promotes and advocates the use of technology to help meet business objectives and create innovative IT business solutions. The CIO is responsible for the continued improvement of IT processes through the evaluation of information technology services and operations within ISS. Conducts service-level evaluations and provides program management direction to ensure effectiveness and efficiency in meeting business IT needs. Ensures the integration and interoperability of multiple architectural platforms and systems.

The CIO is responsible for the development, administration, and operations of CCC best practices and processes for technology domains including: IT Governance, Project Management, System Management, Data Management, Business Engineering, and Information Technology Security. The CIO provides oversight authority over the Department’s IT projects ensuring that they deliver defined business results within budget, scope, and schedule. The Incumbent provides consultation and guidance to management regarding the systems and services that ISS can provide to assist the Department to accomplish its program objectives. Serves as an IT advisor to the Director, Senior Deputy Director, and senior management on aspects of information technology. Advises management on formulating IT strategy, policy, and governance throughout the organization and enterprise-wide. Participates in weekly Executive Management Team meetings.

The CIO is responsible for ensuring that the Department is adhering to all California Department of Technology (CDT) and California Natural Resources Agency (CNRA) information technology policies, processes, and practices which have significant impact on all CCC programs. The CIO is responsible for the development and submission of required reports to the California Technology Department and California Natural Resources Agency. Responsible for the oversight management of any information technology related reports or information packages that are sent to Control Agencies. Represents the CCC as a member of the California Natural Resource Agency Chief Information Officer’s Executive IT Committee. Develops and maintains IT procurement related statistical reports to meet external reporting requirements in accordance with state regulation and policies.

20% **Personnel Management**

The CIO is responsible for the Department’s Information Systems and Services personnel, as well as IT professional contracted staff. Develops and implements short and long-term IT strategic plans to improve technology business alignment and maintain a cost-effective IT infrastructure. Works with all levels of Department management to identify and analyze their information technology needs, evaluates, and makes recommendations on how to meet their needs and assigns IT personnel to work with Departmental staff on development and implementation.

The CIO, working through subordinate supervisors, is responsible for the continued development of staff and management skill-sets. Responsible for ensuring the effective staff and supervisor development through identification of training needs, employee career development planning, and the provision of appropriate training. Effectively administers performance appraisal systems ensuring employees receive ongoing coaching, performance feedback, and timely and accurate Performance Evaluation and Individual Development Plans.

Correctly administers policies and procedures established by the CNRA and CCC management. Effectively contributes to and ensures equal employment opportunity in all selection processes. Administers collective bargaining agreements appropriately and contributes to effective labor-management relations. Maintains compliance with State, Agency, and Department programs and ensures positions are allocated to appropriate civil service classifications and are filled through effective recruitment and hiring procedures, which results in the selection of the most qualified candidate for the job.

20% **Information Security**

The CIO is directly responsible for the security of all information assets ensuring the confidentiality, integrity and availability of data, applications, networks, and systems located on-premises and in public and private cloud services. Sets policies and practices governing access to information assets by staff working inside and outside of state-owned networks and facilities.

Monitors all enterprise services for technology and topology changes, and other alterations that might impact the security posture of the CCC. Responsible for implementing and maintaining security systems that provide detection, prevention, containment, and deterrence mechanisms to protect and maintain the integrity of the CCC computer systems, network, applications, and data files. Plans and directs incident response practices including the creation, testing, and annual updating of the CCC Technology Recovery Plan. Monitors changes to and ensures compliance with State and Federal security policies and reporting requirements.

Consults with and advises other CCC units related to the release of public records and data. Works with Human Resources and Legal on investigations and provision of data following security protocols.

10% **Future Needs/Planning**

Evaluates the organization's contingency planning program and plans for business continuity strengths and weaknesses (COOP/COG). Crafts plans for current and future organizational business needs, including security assessments and future planned facilities. Formulates long-range information technology programs and objectives.

10% **External Relations**

The CIO has on-going business relationships with external programs and entities across various business and technical disciplines, in both public and private sectors. The CIO has direct program dealings with the CNRA Agency Information Officer, CDT, Department of Finance, Department of General Services, Information Security Officers, Chief Technology/Information Officers, and various other State, Federal, and Local agencies.

5% **Budget Oversight**

The CIO has direct responsibility for the IT operational budget and of defined IT project budgets. Anticipates, identifies, and responds effectively to correct funding deficiencies. Responsible for development of budget change requests and for ensuring cost-effective use of resources, and/or identification of IT cost savings that contribute to the overall prudent management of the CCC’s budget. Responsible for the development of long- and short-term staffing and budget plans consistent with Department priorities and ensures the effective expenditure of budgeted resources to deliver IT services and projects as planned. Duties include ensuring the cost-effective use of resources, equipment, and staff resources. Reviews and approves IT procurement/contract documents and oversees negotiation and administration of vendor and consultant contracts and service agreements. Responsible for the development and submission of IT expenditure reports capturing overall actual and project information technology costs.

5% **Diversity, Equity, and Inclusion**

Participate in professional development training, as well as tasks, training, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and discussed these duties with my supervisor.

Date

Employee Signature

I certify that this duty statement accurately represents the duties and responsibilities of the position.

Date

Supervisor Signature